

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
P.O. BOX 269101 - 9800 Goethe Rd
Sacramento, CA 95826-9101

CA ARNG Regulation
No. 710-1

1 May 1994

Inventory Management
CHANGE OF RESPONSIBLE OFFICER INVENTORY

1. **PURPOSE.** This regulation provides unit and organization level procedures for the conduct of property inventories incident to a change of command (Hand Receipt Holder/Property Book Officer) inventory.
2. **SCOPE.** This will be used in conjunction with those publications listed below as applicable to the appointment, assignment, and transfer of officers to command positions with responsibility for federal property.
3. **REFERENCES.** The following listed publications prescribe the requirements to be accomplished and delineates responsibilities of all personnel concerned with the change of responsible officer inventory.
 - a. AR 735-5, Unit Supply Update 14, 28 February 1994.
 - b. AR 710-2, Unit Supply Update 14, 28 February 1994.
 - c. DA Pam 710-2-1, Unit Supply Update 14, 28 February 1994.
4. **APPLICABILITY.** This regulation applies to all California Army National Guard units, separate units, and detachments.
5. **PROPERTY INVENTORY.** A 100% physical property inventory, jointly conducted between the incoming and outgoing officers, is required prior to the assumption of command.
 - a. Active Duty for Special Work (ADSW) funding is authorized to conduct the joint property inventory. The incoming and outgoing officers are authorized to use these mandays, with senior command approval. The incoming officer cannot delegate his/her authority to personally conduct the inventory. The outgoing officer may elect to have a representative in his/her behalf.
 - b. Individuals other than the incoming or outgoing commander may be authorized use of change of command mandays only after prior approval by OTAG, CALG-SS.

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c. A total of six mandays are available for a change of command inventory. Additional mandays are normally not available but may be allocated in the event of an extreme need. Request for orders will be forwarded through logistics channels to OTAG, Attn: CALG-SS.

d. Request for ADSW order must arrive at OTAG Attn: CALG-SS, 15 working days prior to the duty dates.

e. Request for ADSW must include a copy of CALG Form 90-1-R (see Appendix B). Locally produced forms are acceptable substitutes if all the basic information contained in part one is present.

f. Dates of ADSW should culminate with a cash collection voucher/statement of charges or a report of survey to account for all property. Assumption of command should follow immediately.

g. Property inventory (Change of Hand Receipt Holder/Property Book Officer) will be conducted in accordance with AR 710-2, NGB Pamphlet 710-2-1.

6. RESPONSIBLE OFFICERS.

a. Hand Receipt Holder (HRH). Commanders of units and detachments within the Battalion supply system and the Division Logistics System (DLOGS) are considered to be the principle HRH. No appointment is required; however, unit/detachment commanders are assigned on order by OTAG.

b. Property Book Officer (PBO). Commanders of separate units and detachments are appointed as Property Book Officers.

c. The responsibilities of HRH and PBO are delineated in Chapter 5 of AR 710-2-1.

7. CHANGE OF RESPONSIBLE OFFICER.

a. Hand Receipt Holder:

(1) Request for reassignment (change of command) of an officer who is a HRH, either in the battalion supply system or the DLOGS, will be forwarded through appropriate channels to OTAG, Attn: CAMP-OPMS.

(2) An information copy of the request, along with original CA ARNG Form 310-4 (Request for Orders) for both the incoming and outgoing officer will be furnished concurrently to OTAG, Attn: CALG-SS.

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(3) The outgoing PBO will notify OTAG, Attn: CAMP-OPMS that the incoming officer has assumed responsibility for the property immediately following the completion of the inventory. Orders announcing the command assignment will be published. The format shown in Appendix A to this regulation will be used.

b. Property Book Officer:

(1) Request for reassignment (change of command) of an officer who is a PBO will be forwarded through appropriate channels to OTAG, Attn: CAMP-OPMS, with a copy furnished to the USPFO, Attn: CAUS-IR.

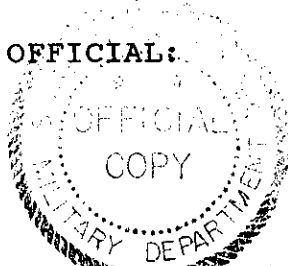
(2) An information copy of the request, along with original CA ARNG Form 310-4 (Request for Orders) for both the incoming and outgoing officer will be furnished concurrently to OTAG, Attn: CALG-SS.

(3) The USPFO will notify OTAG, Attn: CAAS-AO, that the incoming PBO has assumed responsibility for the property immediately following the completion of the inventory. Order announcing the command assignment will be published.

(CALG-SS)

BY ORDER OF THE GOVERNOR:

OFFICIAL:



THOMAS D. LEWIS
LTC, GS, CA ARNG
Director of Information Management

TANDY K BOZEMAN
Major General
The Adjutant General

DISTRIBUTION:

A

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APPENDIX A
(Unit Heading)

(Office Symbols)

(Date)

MEMORANDUM FOR: PBO _____

SUBJECT: Report of Change of responsible officer inventory
(hand receipt holder)

1. A change of responsible officer (hand receipt holder/commander) inventory of supply account maintained by unit was accomplished during the period date.
2. The inventory was conducted by name , PBO, organization .
3. new commander has assumed responsibility for unit property effective date .

PBO signature block

TRAVEL WORK SHEET

Individual's Name and Rank: _____

Pay and Allowances: (daily P&A) \$ _____ X (# days) _____ = \$ _____

Per Diem (if authorized):(daily rate)\$ _____ X (# days) _____ = \$ _____

Estimated Travel (if authorized):(round trip) _____ = \$ _____

Rental Car (if authorized): (rate)\$ _____ X (# days) _____ = \$ _____

TOTAL ESTIMATED COST:

Daily Pay and Allowances (includes BAQ and BAS)					Estimated Travel Costs	
Officer					Private Auto: \$.25 per mile * Use AR 55-60 to determine distance	
0-8	291	0-4	156	W-4	145	
0-7	263	0-3	134	W-3	123	
0-6	227	0-2	102	W-2	105	
0-5	187	0-1	81	W-1	94	
Enlisted					Commercial Air: Intra-State: \$200.00 63800 Other Call SATO 1-800-676-4476/	
E-9	127	E-6	76	E-3	50	
E-8	113	E-5	66	E-2	44	
E-7	100	E-4	56	E-1	40	
					Rental Car: \$35.00 per day	

Per Diem Information

Regular Per Diem Rate	25% of M&IE auth.
Lodging: \$ 40 Meals & Incidental Expenses: \$ 26	for each period:
Total authorized Per Diem (L + M&IE): \$ 66	0001-0600 0601-1200
Residual Per Diem (field duty): \$ 2 per day	1201-1800 1801-2400

If city appears on list below or USPFO bulletin #25 (SPECIAL), 20 Sep 93, then use the rates below, if not, use the regular Per Diem Rate.

L=Maximum Lodging M=Maximum M&IE T=Total (L + M&IE)

City	L	M	T	City	L	M	T	City	L	M	T
El Centro	49	30	79	Barstow	60	34	94				
Fresno	62	30	92	Chico	54	30	34				
Los Angeles	100	34	134	(outside Calif.)							
Monterey	77	34	111	Little Rock	52	30	82	Louisville	60	34	94
Oakland	71	38	109	Colorado Spr	51	26	77	Lake Charle	43	30	73
Sacramento	67	34	101	Wash. D.C.	110	38	148	Las Vegas	69	38	107
San Diego	77	38	115	Atlanta	81	38	119	Lebanon, PA	51	26	77
San Francis	96	38	134	Columbus, GA	48	26	74	San Antonio	64	30	943
San Jose	65	38	103	Boise	49	30	79	Salt Lake C	68	30	98
San Luis Ob	54	34	88	Pocatello	47	26	73	Seattle	72	34	113
Stockton	56	30	86	Indianapoli	71	30	101	Tacoma	56	30	86
Santa Rosa	55	34	89	Kansas City	67	34	101	Tulsa, OK	53	26	79
Santa Barb	77	34	111	Manhattan, KS	53	26	79	Fort Lee	44	26	70
San Mateo	67	38	105	Eureka, CA	65	30	95				

CAOT-TO(310-4)

MEMORANDUM FOR: CAOT

Date

SUBJECT: Request for Orders

1. Request orders for: ☐ Duty ☐ Travel

a) Name: _____
Last First MI

b) Rank: _____

c) SSN: _____

d) Purpose: _____

e) TDC: _____

f) Dates: _____

g) Duty Location: _____

h) Mode of Travel: _____

i) Government Quarters Available ☐ Yes ☐ No

j) Government Rations Available ☐ Yes ☐ No

k) POV Round trip mileage: _____

2. Special Instructions:

3. POC for this action is: _____
Rank Name Phone Number

4. Approved by: _____
Signature Date